



UTAH VALLEY UNIVERSITY

Policies and Procedures

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|---|---|------------------------------------|
| Proposed Policy Number and Title: 109 Contacting the Attorney General's Office (TEMP EMERG) | | |
| Existing Policy Number and Title: 109 Contacting the Attorney General's Office | | |
| Approval Process* | | |
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Temporary Emergency | <input type="checkbox"/> Expedited |
| <input type="checkbox"/> New | <input type="checkbox"/> New | <input type="checkbox"/> New |
| <input type="checkbox"/> Revision | <input checked="" type="checkbox"/> Revision-LIMITED SCOPE | <input type="checkbox"/> Revision |
| <input type="checkbox"/> Deletion | <input type="checkbox"/> Suspension | |
| | Anticipated Expiration Date: | |

*See UVU Policy #101 *Policy Governing Policies* for process details.

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Draft Number and Date: Temporary Emergency, Stage 1 and 2, Limited Scope, 2/25/2015
President's Council Sponsor: Val Peterson **Ext.** _____
Policy Steward: Karen Clemes **Ext.** _____

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision

Entrance Date: 02/25/2016

University Entities Review

Entrance Date: Not Applicable

University Community Review

Entrance Date: Not Applicable

Open Feedback: Not Applicable

Close Feedback: Not Applicable

Board of Trustees Review

Entrance Date: 03/30/2016

Approval Date: MM/DD/YYYY

POST APPROVAL PROCESS

Verify:

- ☐ Policy Number
- ☐ Section
- ☐ Title
- ☐ BOT approval
- ☐ Approval date
- ☐ Effective date
- ☐ Proper format of Policy Manual posting
- ☐ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: _____

Date posted and verified: MM/DD/YYYY

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|---------------------------|---|-----------------------|-----------------|
| POLICY TITLE | Contacting the Attorney General's Office | Policy Number | 109 |
| Section | Governance, Organization, and General Information | Approval Date | August 13, 1998 |
| Subsection | Governance and Organization | Effective Date | August 13, 1998 |
| Responsible Office | Office of the President | | |

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 All contacts by university employees with the Attorney General's Office relating to university matters shall be arranged by the appropriate dean, department head, or vice president through the President of the University or an appropriate member of the President's staff. Only the General Counsel or the Attorney General's Office may provide legal counsel to the University. All university employees seeking legal counsel for university matters should contact the Office of General Counsel, only after seeking approval from the appropriate dean, department head, vice president, the President, or appropriate member of the President's staff. The Office of General Counsel will assign legal matters to and consult with the Attorney General's Office as needed to provide legal services to the University. University employees should not contact outside counsel to provide legal services but should instead contact the General Counsel, who will engage outside counsel if needed.

5.0 PROCEDURES

POLICY HISTORY

| Date of Last Action | Action Taken | Authorizing Entity |
|---------------------|--------------|--------------------|
| | | |

Printed On:
March 22, 2016



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Executive Summary: Policy 109 *Contacting the Attorney General's Office* (Temporary Emergency, Limited Scope)

Date: February 25, 2016
Sponsor: Linda Makin
Steward: Karen Clemes
Policy Process: Temporary Emergency
Policy Action: Limited Scope

Issues/Concerns (including fiscal, legal, and compliance impact):

Now that the University has its own General Counsel, this policy needs to be updated about how and when the Utah Attorney General's Office is to be contacted, who determined that.

Suggested Changes:

- 1) Change the title from "Contacting the Attorney General's Office" to "Contacting the Office of General Counsel and the Attorney General's Office."
- 2) Review section 4.1 as follows:

4.1 All contacts by university employees with the Attorney General's Office relating to university matters shall be arranged by the appropriate dean, department head, or vice president through the President of the University or an appropriate member of the President's staff. Only the General Counsel or the Attorney General's Office may provide legal counsel to the University. All university employees seeking legal counsel for university matters should contact the Office of General Counsel, only after seeking approval from the appropriate dean, department head, vice president, the President, or appropriate member of the President's staff. The Office of General Counsel will assign legal matters to and consult with the Attorney General's Office as needed to provide legal services to the University. University employees should not contact outside counsel to provide legal services but should instead contact the General Counsel, who will engage outside counsel if needed.

Requested Approval from President's Council: Approval to enter the Temporary Emergency process, with Limited Scope.

Proposed Drafting Committee: Not applicable.

Projected Timeline: [Leave blank. To be filled in by the Policy Office.]

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|--------------------------|-----------------------|--|--|--|
| February 25, 2016 | March 31, 2016 | | | |
| President's Council | Board of Trustees | | | |